

# UNIT 3: WORD PROCESSING

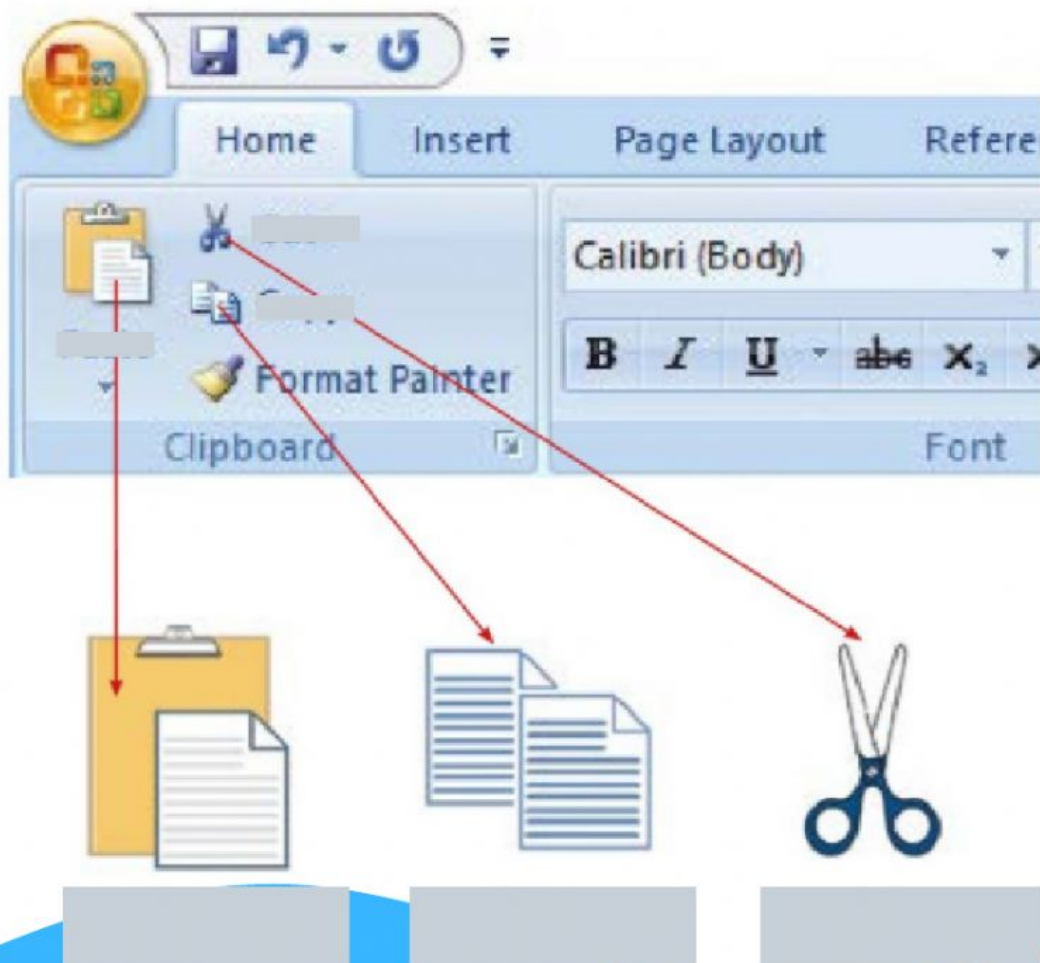
## EDITING TEXT USING CUT, COPY & PASTE



Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

### 1. Label the tools.

Editing text using Cut, Copy and Paste



# UNIT 3: WORD PROCESSING

## EDITING TEXT USING CUT, COPY & PASTE

**2. Match the icon to its function.**



cut a selected text



copies a selected text



paste a selected text

**3. Write the name of each editing text tool three times.**

**Cut**

.....  
.....  
.....

**Copy**

.....  
.....  
.....

**Paste**

.....  
.....  
.....